

STATE CONTROLLER'S OFFICE
21st CENTURY PROJECT
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21st Century Project Letter #08-006

DATE: July 28, 2008

TO: All Department Support Team Project Sponsors

FROM: Don Scheppmann, Project Executive *Donald Scheppmann*
21st Century Project

RE: Department Support Team Kick-off Meetings

The 21st Century Project (Project) thanks all Department Project Sponsors for supporting the implementation of the new **MyCalPAYS** system. You have an important role as an advocate for the State's improved Human Resources Management System/Payroll System. Your support of the designated Department Coordinator is critical to a successful implementation for your department. Also, thank you for attending the Department Support Team (DST) Kick-off meeting. For those who were unable to attend, the DST Kick-off presentation, Master Task List, Guidebook, Communications Toolkit and Work Plan Template/Issues and Risks Log are located on our Deployment Web page at:
<http://www.21stcentury.ca.gov/deployment/index.shtml>.

At the DST Kick-off meetings, we provided the *DST Deployment Guidebook* and recommended that DST Coordinators review Chapter 1 for their first deployment activity. On June 26, 2008, we sent a letter to DST Coordinators asking them to complete Task 1.2, Establish Department Support Teams in *Guidebook Chapter 1*. That task requested DST Coordinators assign DST members based upon the skill sets described in the roles and responsibilities of the *Guidebook Introduction* (Section 2.1 DST). We also asked the DST Coordinators to assign a department Information Technology (IT) Professional. Although the first task does not require IT support, the designation will facilitate communications between the Project and your IT representative.

The Data Collection Showcase sessions for the next task (1.3) have begun. We will send out reminder letters to departments so that DST Coordinators will identify and enroll all DST Members to work on the next assignment (Task 1.3 Register for and Attend the Cycle 1 HR Data Collection Showcase). The Project's Deployment Team is presenting the showcase, which provides detailed guidelines on tasks for Data Collection. This showcase provides the first opportunity for departments to begin developing the foundation upon which the **MyCalPAYS** system is built. The showcase lasts approximately three (3) hours. A recording of a Data Collection Virtual Showcase will soon be available on our Deployment webpage for those who were unable to attend a live meeting. In addition, a live showcase make-up session is scheduled for July 29, 2008, at the Department of Health and Human Services Auditorium, 1500 Capitol Avenue, from 9:00 am to 12:00 pm. To enroll, please visit the Deployment webpage and look for event notices to be sent to DST Coordinators.

We appreciate your partnership and thank you for your continued support of the Project. We look forward to working with you in the coming months. If you have questions, please contact us via email at deployment@sco.ca.gov.

cc: DST Coordinators

Questions, information, past communications: <http://www.21stcentury.ca.gov/>
Please send comments to: 21stcentury@sco.ca.gov

To enroll and receive Project email notifications, access "Email Link" at the following:
<http://www.21stcentury.ca.gov/listserv/index.shtml>